



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-98**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **Assignment effective NO Sooner than 1 SEPTEMBER 2012** Material Management Superintendent	AFSC: 2S071	OPEN DATE: 19 JUNE 2012	CLOSE DATE: 19 JULY 2012
UNIT OF ACTIVITY/DUTY LOCATION: 168th Logistics Readiness Squadron, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Minimum: E8 Maximum: E9 *E9 Contingent upon availability of controlled grade*	
SELECTING SUPERVISOR: Lt Col Rowland	VACANCY: 0960166	PHYSICAL PROFILE: PULHES – 333333	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR
Area 2 Alaska Air National Guard members
Area 3 Nationwide (All military members eligible for membership in to the AKANG **MUST HOLD AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Function as a key advisor on a broad range of operational, readiness, and enlisted human resource concerns
- Act as subject matter expert to the commander on the operation of logistics systems and operations
- Knowledge of functional manpower requirements, manning levels, and work with respective flight leadership to address staffing concerns
- Develop enlisted force development strategies, to include opportunities for career broadening and job enrichment
- Responsible for enlisted force development, performance, evaluation, feedback and mentoring
- Coordinate with functional experts
- Advise the squadron training manager to ensure the effectiveness of squadron enlisted on-the-job training programs
- Provide materiel management expertise to combat support, for the proper accounting and control of specified classes of supply
- Plan and schedule materiel storage and distribution activities
- Review and validate requirements. When required, initiates follow-up actions on materiel requirements
- Manage materiel management activities and systems
- Oversee operations involved in storage inspection, identification and receipt of property
- Oversee inventories and ensure timely correction of discrepancies. Inspect and evaluate inventory management activities
- Develop methods and improve procedures for storing property. Plan use of storage facilities
- Oversee receipt, store, issue, ship ment and transfers property.
- Ensures control issue of classified, sensitive, pilferable and controlled items
- Coordinate equipment transfer and deployment actions with the accountable officer
- Apply system security policy and procedures to prevent unauthorized changes to information
- Maintain liaison with the Standard Systems Group, and the servicing centers, to identify and correct problems
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – ADMINISTRATIVE – 41 **OR** GENERAL - 44
- SECURITY CLEARANCE - **Secret (eligible to obtain)**
- STENGTH APTITUDE - Demonstrated by weight lift of 60 LBS
- Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of basic mathematics, supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions(supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations. Experience in performing or supervising functions such as flight engineer activities, such as aircraft and performance weight and balance computations, aircraft records maintenance, and aircraft systems maintenance and inspections
- Experience is mandatory in preparing and maintaining documentation and records associated with materiel management; supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.